

America's Veteran

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Feds Hire Vets - How to Use Special Appointing Authorities for Veterans

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Hiring Managers

How to Use Special Appointing Authorities for Veterans

Veterans appointing authorities can bring qualified Veterans to the fore and speed the selection process. This section presents guidelines for:

- Veterans' Recruitment Appointment (VRA)
- 30 Percent or More Disabled Veterans
- Veterans Employment Opportunities Act of 1998 (VEOA)

Veterans' Recruitment Appointment (VRA)

To hire an eligible Veteran under VRA:

- **Step 1:** For positions up to a GS-11 (the promotion potential of the position is not a factor), determine if the candidate is eligible under this authority.

The following individuals are eligible for a VRA appointment:

- Disabled Veterans;
- Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized;
- Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded; and
- Veterans separated from active duty within the past 3 years.

There is no minimum service requirement, but the individual must have served on active duty, not active duty for training. (NOTE: For Veterans who have less than 15 years of education, there is a training or education requirement.)

- **Step 2:** Subject to Veterans' preference, appoint any VRA eligible who meets the qualifications requirements for the position. No announcement is required.
- **Applying Veterans' Preferences:** If an agency has two or more VRA candidates and one or more is a preference-eligible Veteran, the agency must apply the Veterans' preference procedures in 5 CFR part 302.